# Make-Up Examination for Instructors

## PURPOSE
- The Make-Up Examination program is a service offered by the Testing Center designed to alleviate proctoring demands of departmental personnel when an exam needs to be rescheduled for an individual.
- The program may provide greater flexibility for students when a make-up exam is necessary.
- The program is not intended to be a substitute for a student testing during regular course or exam times. This service should only be used when a need exists for the student to test at an alternate time.

## SUBMIT A REQUEST
- Request forms are available on our website: [http://testing.osu.edu/](http://testing.osu.edu/).
- The request form must be filled out in its entirety—the Testing Center will make no assumptions on incomplete items and there are no default responses.
- Once completed, requests can be submitted in person at the Testing Center or via email to esue-testing@osu.edu.

## SUBMIT EXAM MATERIAL
- All exam materials must be submitted to the Testing Center by faculty or the section teaching assistant. Departmental staff cannot submit materials on behalf of instructors.
- Exam materials can be submitted in person at the Testing Center or by email.
  - Note: if submitting by email, it must originate from the faculty member or teaching assistant’s University-affiliated email account. i.e. - name.#@osu.edu, name@[dept].ohio-state.edu
- To ensure security and clarity, the Testing Center does not accept faxed exam material.
- All student instructions for completing the exam must be included.
- Exam material and request must be submitted before a student can register for an appointment.

## STUDENT APPOINTMENT SCHEDULING
- For students to schedule an appointment, instruct them to visit our website: [http://testing.osu.edu/](http://testing.osu.edu/). We do not schedule appointments over the phone or in person.
- Seating is limited, therefore all appointments are final. Students may not reschedule their appointment for any reason.
- Students and instructors must be in communication about the student’s scheduled appointment. Testing staff cannot proctor a make-up exam if we have not received the materials or if the student scheduled outside of the testing window.
- Late examinees will not be admitted.
- Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.

## EXAM MATERIAL PICK-UP
- The Testing Center will notify the instructor, within 24 hours, that the student has completed their make-up exam within the given testing window.
- The exam materials can be picked up based on how the instructor indicated on the request.
- The preferred method for pick-up is in person at the Testing Center. Materials are only released to the instructor or section teaching assistant after the BuckID has been verified.
- If requested, the Testing Center can also scan and email exams to the instructor or section teaching assistant’s University-affiliated email within 24 hours of the appointment.
- In doing so, the Testing Center will ask for confirmation of receipt. Once confirmation is received, the exam is destroyed.
- If the scan is not legible, the Testing Center will hold the exam until it is picked up in person.

## MISCELLANEOUS
- General questions should be directed to esue-testing@osu.edu or (614) 242-2241.
- Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.